

Institutional Ergonomics Committee

April 17, 2000

Meeting Minutes

Committee Attendees: Gary Whitney, ESA-FM-ESH; Mary Carol Williams, CIC-DO; Fran Talley, PA; Faye Miller, BUS-RM; Mike Brandt, ESH-5; Tina Montoya, LC; Ken Huff, PTLA; Barbara Garcia, BUS-4; David Rudolph, HR-5; Carol Smith, BUS-4; Carlos Garcia, E-DO; Tessa Dowell, E-DO; Lawrence Quintana, APT/TPO; Cathy Schuch, CST-DO; Raeanna Sharp-Geiger, MST-OPS; Lezlie Morris, ESH-2; and Patrick Martinez, HR-DO.

Announcements

Carol Smith and the Committee members discussed various topics, including:

- Qualifying personnel to conduct ergonomic evaluations was raised as an issue for consideration by the Committee. This will be addressed by one of the Committee subteams.
 - Raeanna Sharp-Geiger stated that the issue of 'qualifying' people to perform health and safety work is larger than just ergonomics.

Carol Smith discussed her meeting with Dave Herbert, National Safety Council. She shared an article about determining the costs of injuries.

- Ken Huff and Mike Brandt will use PTLA as an example to generate injury cost data. Ken and Mike will also examine data from MST, CIC, and BUS for a relationship between training and injuries.
- It was suggested that a 'clickable box' be installed on the Ergonomics homepage. This would link the user to practical and inexpensive solutions to ergonomic problems.
 - This suggestion will be shared with Helena Whyte and Rae Arguello, ESH-5.
- It was also suggested that the Ergonomics homepage contain a 'clickable box' linking users to a bulletin board to post ergonomic questions and answers. This suggestion is intended to share information.
 - This suggestion will be shared with Helena Whyte and Rae Arguello, ESH-5.
- Carol Smith is going to arrange for a tour of the Intel plant in Albuquerque to review their ergonomics program and practices.

Ergonomic Committee Subteams

- Each of the subteams met to begin brainstorming problem statements and action plans.
 - **Note: Each subteam leader should share their progress with the rest of the Committee via e- mail.**
- There are three subteams working on Ergonomic Program issues:
 - Roles and Responsibilities
 - LIR Implementation
 - Communications

Committee members are asked to submit agenda items by e- mail to Mike Brandt by April 27, 2000.

The next meeting will be held on May 1, 2000, TA-48, CST-DO Conference Room.